

zionsville

presbyterian church

POSITION TITLE: Worship Coordinator (*part-time, 21-25 hrs p/wk*)

INCUMBENT NAME: OPEN

SUPERVISOR'S TITLE: Director of Worship

SUPERVISOR'S NAME: Don Nieman

POSITION SUMMARY

Under the general direction of senior leadership and direct supervision of the Director of Worship, the Worship Coordinator is charged with supporting and coordinating participants, communications and administration for all worship services. Worship in this context to include: service flow, video (presentation software), communion prep, ushers, volunteers, etc.

PRIMARY RESPONSIBILITIES

- Primary support to Director of Worship and the many volunteers that make up the worship ministries department.
- Provide oversight of production details and general support of worship ministry teams for worship services and worship ministry events.
- Coordinate participants and resources for weekend services and special events (Lent, Christmas, Easter, etc).
- Assure communication to all volunteers so that all are aware of key information.
- Create ProPresenter presentations for the weekly 9am & 10:30am services in time for mid-week rehearsal. (Coordinate with Visual Arts Director for desired look and "feel," consistent with visual art supporting worship).
- Support pastors in their preparation for worship services and worship ministry events.

GENERAL RESPONSIBILITIES

- Attend and coordinate weekly worship team meetings providing hard copy materials supporting discussions.
- Generate final drafts, make copies, and distribute/communicate all supporting documents and direction to worship ministry teams.
- Schedule and coordinate all elements of worship services.
- Make sure sanctuary is prepared for worship.
- Schedule rooms and other facilities for events, rehearsals, and meetings.
- Schedule and provide support for band, tech, communion, usher, and pray-er teams.
- Copy music for worship services rehearsals and worship ministry events.
- Manage CCLI reporting, PlanningCenterOnline.com, monthly Amex bills, and weekly payment authorization requests.
- Other duties and responsibilities as assigned.
- Serve as an active and responsible member of ZPC staff. Active participation includes, but is not limited to: staff meetings, conferences, and retreats. Conduct oneself in a Christ honoring manner at all times.

EXPECTATIONS

- Must be a fully committed follower of Jesus Christ.
- Must maintain a deep and abiding trust in Jesus Christ as Lord and Savior, being a model of servant leadership.
- Theologically, must be evangelical with deep appreciation for the authority of Scripture and an unwavering commitment to Biblically-based lifestyle.
- Striving for a high personal level of godly character and Christian values.
- Overall beliefs must be consistent with the ZPC Statement of Beliefs.

EDUCATION AND SKILLS REQUIRED

Education and Experience:

This position requires exceptional organizational giftedness and excellent communication skills, both oral and written. Preference is for experience in coordinating worship experiences in a church setting. It also requires a high degree of proficiency in software including ProPresenter, Word, Excel, and Publisher. Familiarity with PlanningCenterOnline, CCLI, and the ability to read music is desirable. A minimum of 3 years' experience in roles demanding these skills is required.

Demonstrated Skills:

This individual should demonstrate skills in the following:

- Managerial, servant leadership – to volunteer usher and technical teams, and musical groups.
- Strong administrative, organizational, and time management skills.
- The ability to work effectively in a team environment.
- Leading and facilitating teams.
- Interpersonal communication.
- Good verbal and written communication skills.